

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING
October 7, 2025

1. Meeting called to Order
2. Pledge of Allegiance
3. Roll Call - Galvin, Johnson, Miller, Theodora, Valentino
4. Let the minutes show this meeting is being held in accordance with the requirements of the Open Public Meetings Act of 1975 and adequate notice has been duly posted where required and sent to the Asbury Park Press and the Coaster on February 21, 2025 and mailed to its service communities on February 21, 2025, and posted on its website. The minutes of this meeting will be available after Board approval at a subsequent meeting.

The meeting is available in real time to the public by logging in to meet.google.com/euv-evrg-apy or calling 1-720-507-3321, PIN 664 452 541#.

WORK SESSION

5. Executive Director's Report
6. Attorney's Report
7. Engineering Report
8. Operator's, Maintenance and Collection Reports
9. Review of resolutions on business session agenda
 - a. Board comments
 - b. Public comment

BUSINESS SESSION

10. Communications –
11. Review of Bill List
 - a. Board comments
 - b. Public comment
12. **Resolution 25-53: Bill List**
13. **Consent Agenda a-b: items will be voted on together unless an item is removed from the Consent Agenda prior to reading of Consent Agenda**
 - a. Approval of minutes of September 2, 2025 regular meeting
 - b. Motion to receive and file Operator's Report
14. **Resolution 25-54** Authorizing award of contract for 2025 Treatment Plant Improvements to BR Welding, Inc in the amount of \$1,721,015.

15. **Resolution 25-55** Authorizing refund for Account # 6423-0 in the amount of 582.59.
16. **Resolution 25-56** Authorizing Participation in the MCI A Governmental Loan Financing Program.
17. **Resolution 25-57** Awarding Construction Administration contract to CME for the 2025 Treatment Plant Improvements Project.
18. **Resolution 25-58** Adopting the Township of Ocean Sewerage Authority Code of Conduct.
19. Closed Session, if necessary
20. Adjournment

EXECUTIVE DIRECTOR'S REPORT

DATE: October 2, 2025

TO: Authority Members
Carol Berlen, Esq
Charles J. Fallon, CPA, RMA
Keith Chiaravallo, PE
Amy Stewart

FROM: Tim Shea, PE
Executive Director

RE: October 7, 2025 meeting

REMINDER: If you are unable to attend the meeting in person, meetings can be attended either by computer, going to meet.google.com/euv-evrg-apv, or by phone, call in to **720-507-3321, PIN 664 452 541#**.

1. The Introduced 2026 Budget has been submitted to DCA for review and approval. We are awaiting any comments. Adoption is anticipated for the December Board meeting.

2. The 2025 WWTP Upgrade project bids were received September 23rd. There were 5 bids ranging in price from \$1,721,015 to \$2,505,200. The Engineer's Estimate was \$1,700,000. The low bidder is BR Welding, Inc. The engineer is recommending award and there is a Resolution on the agenda for such.

3. The 2025 MCIA Government Pooled Loan program will be going to the Local Finance Board in October. We are requesting funding for \$2,285,000 for the 2026 Capital Projects. There is a Resolution on the agenda authorizing participation in the program and making application to the Local Finance Board.

4. We procured a new phone system through Netcarrier. The program includes new phones throughout the Authority, many additional amenities such as fax to email, call routing to cell phones, caller ID and others. Also included is the maintenance of the phones. The new provider will save us 47% on our phone service and maintenance costs per year.

5. We filed with the NJDEP for our NJPDES Permit renewal. I want to commend Anthony Dimino on the work put into the application. As many of you know, these applications are very complex and often times require the assistance of consultants. At this point it was all done in house saving significant cost to the Authority. We'll see what comments come back, if any, from the NJDEP.

6. We received a proposed alternative Health Insurance Provider from Brown and Brown. The provider would be NJ Solutions JHIF. The information was provided to Board members

earlier this month. It's anticipated that we would save over \$96,000 in 2026 on Health Insurance costs switching to NJ Solutions. The plans are guaranteed to be equal or better and Horizon BCBS would continue to be the benefit provider. Retirees would have to change to the Horizon Medicare Advantage Plan provided by Braven. There is a tight window to make the change if we decide to so please have your questions ready for discussion at the meeting.

7. We received a proposal from CME for the Construction Administration services for the 2025 Treatment Plant Improvements project. Upon reviewing with CME, I recommend we award a contract to CME for the construction administration services for a cost not to exceed \$104,698.00.

8. There is a proposed Code of Ethics policy on the agenda for discussion. If adopted, we will incorporate into our Personnel Policies and Procedures Manual when we update the Manual in November as required by the NJUA JIF.

Review of Resolutions:

9. **Resolution 25-54** Awarding contract for 2025 Treatment Plant Improvements to BR Welding, Inc. in the amount of \$1,721,015.

10. **Resolution 25-55** Authorizing refund to account 6423-0 in the amount of \$582.59 do to overpayment via electronic payment.

11. **Resolution 25-56** Authorizing participation in the MCIA Governmental Loan Financing Program for 2025.

12. **Resolution 25-57** Awarding Construction Administration contract to CME for the 2025 Treatment Plant Improvements Project.

13. **Resolution 25-58** Adopting the Township of Ocean Sewerage Authority Code of Ethics



**Consulting & Municipal
ENGINEERS**

1 Tower Center Blvd.
20th Floor
East Brunswick, NJ 08816
732.727.8000 ☎
www.cmeusa1.com 🌐

October 2, 2025

Tim Shea, P.E., Executive Director
Township of Ocean Sewerage Authority
224 Roosevelt Avenue
Oakhurst, NJ 07755

**Re: Consulting Engineer's Report
Period – September 2025
Our File No. 115.OS00002.P25**

Dear Mr. Shea:

In accordance with our agreement as the Consulting Engineer to the Township of Ocean Sewerage Authority, CME Associates personnel have responded to the various tasks assigned as described below:

GENERAL CONSULTING ENGINEERING

1. Prepare monthly status report.
2. GRIT BUILDING, DIVISION CHAMBER AND SCREENINGS BUILDING

Five bids were received for the Project on September 23. CME reviewed the bids and submitted a bid report to the Authority.

3. FLOW METERING AND I&I INVESTIGATION

CME and the Authority attended a meeting with Dukes to review the data collected during the monitoring period. We are evaluating the data and preparing a report with the information.

DEVELOPER REVIEW AND INSPECTIONS

No activity this period.



**Consulting & Municipal
ENGINEERS**

Mr. Tim Shea, P.E., Executive Director
Township of Ocean Sewerage Authority
Re: Consulting Engineer's Report

October 2, 2025
Our File No. 115.OS00002.P25
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Should you have any questions regarding this matter, please do not hesitate to contact this office.

Very truly yours,
CME ASSOCIATES

A handwritten signature in black ink, appearing to read 'K Chiaravallo'.

Keith M. Chiaravallo, PE
Consulting Engineer's Office

KC/MB



Consulting & Municipal
ENGINEERS

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September 30, 2025

Timothy Shea, P.E.
Executive Director
Township of Ocean Sewerage Authority
224 Roosevelt Avenue
Oakhurst, NJ 07755

**Re: Bid Recommendation for the
2025 Treatment Plant Improvements
Township of Ocean Sewerage Authority
Our File No.: 115.OS00326.P01**

Dear Mr. Shea,

On Tuesday, September 23, 2025, five (5) bids were received for the 2025 Treatment Plant Improvements as indicated on the attached summary of bids.

The apparent low bid was submitted by BR Welding, Inc. of Howell, New Jersey with a base bid of \$1,721,015.00 for Items 1 through 17 inclusive, which is \$245,072.83 under the price bid by the second lowest bidder. The second lowest bidder was submitted by JVS Industrial and Commercial Contractors, Inc. of Edison, New Jersey with a base bid of \$1,966,087.83 for items 1 through 17 inclusive.

No irregularities were noted in the apparent low bid submitted by BR Welding, Inc.

With regard to the experience of the low bidder, we contacted various references listed in BR Welding, Inc.'s bid in order to ascertain their workmanship on the listed projects. The responses reflected that BR Welding, Inc. performed similar work satisfactorily.

It should be noted that P.L. 2021, c.301, which became effective May 7, 2022, states that if a person makes the lowest bid for a contract that is subject to the Prevailing Wage Act, and that bid is ten percent or more lower than the next lowest bid for the contract, they will be required to certify to the public body, prior to award, that the prevailing wage rates required by the Act shall be paid.



**Consulting & Municipal
ENGINEERS**

Mr. Timothy Shea, Executive Director
Township of Ocean Sewerage Authority
Re: 2025 Treatment Plant Improvements

September 30, 2025
Our File No. 115.OS00326.P01
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Accordingly, should there be no irregularities in the apparent low bid as determined by the Authority Attorney, we recommend award of the Project to BR Welding, Inc. for the total amount of \$1,721,015.00 for items 1 through 17 inclusive subject to certification of funds by the Authority Auditor, review and approval by the Authority Attorney including verification that the bonding and surety company is licensed to do business in the State of New Jersey and appears in the current list of "Surety Companies Acceptable on Federal Bonds", by the U.S. Treasury Department, and the submission of the required performance bonds and insurance certificates for the Project.

Copies of the bid packages submitted by the bidders have been forwarded to the Authority for review by the Authority Attorney.

Should you have any questions regarding this matter, please do not hesitate to contact this office.

Very truly yours,
CME Associates

A handwritten signature in black ink, appearing to read 'K Chiaravallo', is written over a horizontal line.

Keith Chiaravallo, P.E.
Consulting Engineer

KC/mb
Enclosures



EAST BRUNSWICK, NJ

**SUMMARY OF BIDS RECEIVED ON SEPTEMBER 23, 2025
BY THE GOVERNING BODY OF THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
FOR THE 2025 TREATMENT PLANT IMPROVEMENTS**

ITEM	DESCRIPTION	QUANTITY		BR Welding, Inc.		JPS Industrial and Commercial Contractors, Inc.		Rapid Pump & Motor Service Company LLC		Brayco, Inc.		Coppola Services, Inc.		
		LUMP	SUM	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
1	10000000	\$	60,000.00	\$	60,000.00	\$	60,000.00	\$	60,000.00	\$	90,000.00	\$	90,000.00	
2	CLARIFIER DIVISION CHAMBER	LUMP	\$	147,910.00	\$	147,910.00	\$	100,000.00	\$	142,500.00	\$	311,161.00	\$	150,000.00
3	CLARIFIER DIVISION CHAMBER BYPASS PUMPING	LUMP	\$	224,840.00	\$	224,840.00	\$	160,000.00	\$	197,660.00	\$	291,855.00	\$	159,000.00
4	CLARIFIER DIVISION CHAMBER TYPE 1 CONCRETE REPAIR	10 SF	\$	359.50	\$	3,395.00	\$	350.00	\$	425.00	\$	1,200.00	\$	4,200.00
5	CLARIFIER DIVISION CHAMBER TYPE 2 CONCRETE REPAIR	50 SF	\$	157.00	\$	7,850.00	\$	150.00	\$	197.00	\$	288.00	\$	14,400.00
6	GRIT BUILDING	LUMP	\$	71,400.00	\$	71,400.00	\$	20,000.00	\$	158,000.00	\$	95,860.00	\$	65,000.00
7	GRIT BUILDING DEMOLITION	LUMP	\$	418,970.00	\$	418,970.00	\$	540,087.83	\$	668,000.00	\$	646,451.00	\$	766,000.00
8	GRIT BUILDING ELECTRICAL	LUMP	\$	48,775.00	\$	48,775.00	\$	30,000.00	\$	95,000.00	\$	26,605.00	\$	20,000.00
9	MAIN PUMP BUILDING & SCREENINGS BUILDING	LUMP	\$	23,185.00	\$	23,185.00	\$	160,000.00	\$	50,700.00	\$	27,421.00	\$	110,000.00
10	SCREENINGS BUILDING INTERIOR WALL PANELS	LUMP	\$	11,930.00	\$	11,930.00	\$	25,000.00	\$	53,250.00	\$	23,131.00	\$	57,000.00
11	SCREENINGS BUILDING COLUMN BASE REPAIRS	LUMP	\$	123,323.00	\$	123,323.00	\$	110,000.00	\$	78,800.00	\$	39,518.00	\$	208,000.00
12	SCREENINGS BUILDING ROOF PANELS, RIDGE CAP, END CAPS & GUTTERS	LUMP	\$	140,275.00	\$	140,275.00	\$	150,000.00	\$	196,635.00	\$	186,055.00	\$	213,000.00
13	SCREENINGS BUILDING STEEL FRAMING	LUMP	\$	33,280.00	\$	33,280.00	\$	20,000.00	\$	36,650.00	\$	39,384.00	\$	58,000.00
14	MAIN PUMP BUILDING & SCREENINGS BUILDING DEMOLITION	LUMP	\$	185,997.00	\$	185,997.00	\$	330,000.00	\$	79,800.00	\$	102,626.00	\$	340,000.00
15	MAIN PUMP BUILDING & SCREENINGS BUILDING IMPROVEMENTS	LUMP	\$	19,875.00	\$	19,875.00	\$	10,000.00	\$	38,000.00	\$	21,571.00	\$	45,000.00
16	ALLOWANCE FOR STRUCTURAL WORK NOT SPECIFIED (\$150,000.00)	ALLOWANCE	\$	150,000.00	\$	150,000.00	\$	150,000.00	\$	150,000.00	\$	150,000.00	\$	150,000.00
17	ALLOWANCE FOR WORK NOT SPECIFIED (\$50,000.00)	ALLOWANCE	\$	50,000.00	\$	50,000.00	\$	50,000.00	\$	50,000.00	\$	50,000.00	\$	50,000.00
TOTAL														
APPARENT LOW BID														

UNIT PRICE	AMOUNT						
\$	90,000.00	\$	90,000.00	\$	90,000.00	\$	90,000.00
\$	311,161.00	\$	311,161.00	\$	311,161.00	\$	311,161.00
\$	291,855.00	\$	291,855.00	\$	291,855.00	\$	291,855.00
\$	1,200.00	\$	1,200.00	\$	1,200.00	\$	1,200.00
\$	288.00	\$	288.00	\$	288.00	\$	288.00
\$	95,860.00	\$	95,860.00	\$	95,860.00	\$	95,860.00
\$	646,451.00	\$	646,451.00	\$	646,451.00	\$	646,451.00
\$	26,605.00	\$	26,605.00	\$	26,605.00	\$	26,605.00
\$	27,421.00	\$	27,421.00	\$	27,421.00	\$	27,421.00
\$	23,131.00	\$	23,131.00	\$	23,131.00	\$	23,131.00
\$	39,518.00	\$	39,518.00	\$	39,518.00	\$	39,518.00
\$	186,055.00	\$	186,055.00	\$	186,055.00	\$	186,055.00
\$	39,384.00	\$	39,384.00	\$	39,384.00	\$	39,384.00
\$	102,626.00	\$	102,626.00	\$	102,626.00	\$	102,626.00
\$	21,571.00	\$	21,571.00	\$	21,571.00	\$	21,571.00
\$	150,000.00	\$	150,000.00	\$	150,000.00	\$	150,000.00
\$	50,000.00	\$	50,000.00	\$	50,000.00	\$	50,000.00
\$	2,127,288.00	\$	2,127,288.00	\$	2,127,288.00	\$	2,127,288.00

Irregularities:

- Bid security exceeds \$20,000
- Certification of Non-Debarment, Part III, Section C on Page C-15 is missing a signature
- Master Plumber license of plumbing subcontractor is expired
- Mathematical error in total bid amount
- Missing signature and seal on Page C-33

OPERATIONS REPORT

DATE: October 7, 2025

TO: Board of Commissioners; Timothy Shea, PE, Executive Director

FROM: Anthony Dimino, Deputy Executive Director

RE: October Commissioners Meeting

Operations

All required documentation and laboratory results were submitted to NJDEP with no violations reported. The NJPDES surface water permit renewal application was submitted on September 30, and NJDEP has confirmed it is administratively complete; we are now awaiting the draft permit.

During September, critical maintenance and inspections were completed across the facility. The BioAir blower experienced a failure and was temporarily repaired pending a full replacement quote. The annual PSA system inspection and turndown service were completed, with several components rebuilt or replaced, ensuring continued reliable operation. Operators addressed a gearbox issue at Final Tank No. 3, with parts ordered and repairs planned.

Capital improvement projects for the Grit Building, Screenings Building, and Division Chamber reached the bidding stage, with five bids received and BRW Welding submitting the lowest at \$1,721,015. Additionally, the Authority hosted the Intro to Water and Wastewater class from Ocean County Vocational School, providing students with a facility tour and insight into treatment processes.

Personnel changes include the departure of Operator Tyler Munson in early October, who accepted a position with American Water, and the upcoming start of Operator in Training Nicholas Sommers on October 6.

August Reported Numbers

Avg. Daily Plant Flow – 4.918 MGD

Sludge Holding Tank % solids – 4.04 %

Gallons Hauled – 536,200 Gallons

Rainfall – 0.62 in.

August DMR

Percent Removal TSS – 98.8 %

Percent Removal CBOD - 97.7 %

All other reported numbers were within set DEP parameters

Collections

The Dukes Roots flow study has concluded after 60 days, with 33 flow trackers installed throughout the Wanamassa area. No inflow was detected, though signs of infiltration were observed. These areas will be addressed in next year's Collections capital plan.

During CCTV inspection on Malke Dr, an unrecorded easement to Deal Rd and three buried manholes were discovered. The manholes were excavated, inspected, and the easement and manholes have been added to the GIS system.

TOSA crews have begun cleaning and CCTV inspection of the 16" trunk line on Grassmere Ave, between Wickapecko Dr and the Interlaken Pump Station. Flow is temporarily diverted to Wickapecko PS. To date, 1,400 feet of pipe have been

inspected and approximately 6 cubic feet of debris removed. The VCP pipe and brick manholes show points of groundwater infiltration and will require lining and rehabilitation.

Routine Maintenance

Total amount cleaned: **10,100 ft.**

Line maintenance/TV inspection

Total amount inspected: **5,700 ft.**

Pump stations

All pump stations were cleaned, inspected, and the generators were exercised.

Markouts/Service Calls

78 markouts and 12 service calls were conducted during the month.

Training

Staff have successfully completed key safety courses, including Hazmat Awareness, Hearing Conservation, and Fire Safety. To ensure full compliance with annual training requirements, several additional courses are planned for October and November.

RESOLUTION 25-53

BILL LIST

BE IT RESOLVED by the Township of Ocean Sewerage Authority, in the County of Monmouth, New Jersey (not less than three (3) members affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Executive Director and as set forth in this Resolution are hereby approved for payment.

2. The authorized signers of checks are hereby authorized and directed to sign checks in the payment of bills and claims which are hereby approved.

The computer print-out of the list of bills will be on file in the Purchasing Agent's Office.

CURRENT FUND	\$256,071.87
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	34,653.85
PAYROLL ACCOUNT	<u>79,319.99</u>
TOTAL BILLS PAYABLE	\$370,045.71

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Johnson						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on October 7, 2025.

David Miller, Secretary

BILL LIST SUMMARY

Meeting Date October 7, 2025

General Fund Vouchers	\$256,071.87	
Bill List Total		\$370,045.71
Payroll	\$79,319.99	
September 5 Payroll		\$40,362.43
September 19 Payroll		\$38,957.56
Construction	\$34,653.85	
2016 NJEIT Project (Interlaken PS Bulkhead)	\$0.00	
Colliers		\$0.00
2017 NJEIT Project (Asbury Ave & Longview)	\$0.00	
DeMaio Electrical Company, Inc.		\$0.00
T&M Associates		\$0.00
2017 MCIA Bond	\$8,886.60	
Mark Woszczak (1308 Birch Ave)		\$8,886.60
2019 MCIA Bond	\$0.00	
2021 MCIA Bond	\$0.00	
CME (Sludge Building C&A)		\$0.00
2024 MCIA Bond	\$25,767.25	
Mark Woszczak (Gate Electric Conduit)		\$2,044.00
CME 2025 WWTP Imp Design		\$22,725.25
CME (I&I Investigation)		\$998.00
Review & Inspection	\$0.00	
CME Associates	\$0.00	
Ocean Town Centre		\$0.00
280 Norwood		\$0.00
R & R	\$0.00	
		\$0.00
TOTAL BILL LIST AMOUNT		\$370,045.71

Ranges		Item Status	Purchase Types	Misc			
<i>Range: First to Last</i>		<i>Open: N</i>	<i>Bid: Y</i>	<i>P.O. Type: All</i>			
<i>Rcvd Batch Id Range: First to Last</i>		<i>Void: N</i>	<i>State: Y</i>	<i>Format: Condensed</i>			
		<i>Paid: N</i>	<i>Other: Y</i>	<i>Include Non-Budgeted: Y</i>			
		<i>Held: Y</i>	<i>Exempt: Y</i>	<i>Prior Year Only: N</i>			
		<i>Aprv: N</i>		<i>Vendors: All</i>			
		<i>Rcvd: Y</i>					
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
AEA 001		AEA HEADQUARTERS					
25-00368	09/12/25	AEA Conference November	Open	\$950.00	\$0.00		
ALTEK		Altek Business Systems, Inc					
25-00386	09/24/25	IT Support	Open	\$1,913.00	\$0.00		
AMERWEAR		AMERICAN WEAR UNIFORMS					
25-00379	09/23/25	Uniforms	Open	\$269.92	\$0.00		
ASBURY01		Gannett NY-NJ LocalIQ					
25-00371	09/15/25	Notice to Bidders 2025 WWTP	Open	\$167.88	\$0.00		
ATLA001		ATLANTIC PLUMBING SUPPLY CORP.					
25-00397	09/25/25	Odor Control Supplies	Open	\$18.97	\$0.00		
ATLAS		ATLAS COPCO COMPRESSORS LLC					
25-00001	12/13/24	AIR COMPRESSOR ANNUAL MAINT	Open	\$7,568.37	\$0.00		
ATT		AT&T MOBILITY					
25-00023	01/09/25	Cell Service	Open	\$387.96	\$0.00		
CLEARY		CLEARY GIACOBBE ALFIERI JACOBS					
25-00372	09/15/25	Labor Attorney August	Open	\$2,571.50	\$0.00		
CME00001		CME ASSOCIATES					
25-00408	09/29/25	General Engineering	Open	\$112.00	\$0.00		
EIT00969	09/29/25	2025 WWTP Improvements	Open	\$22,725.25	\$0.00		
EIT00970	09/29/25	I&I Study	Open	\$998.00	\$0.00		
Vendor Total:				\$23,835.25			
D ESPOSI		VINCENT D'ESPOSITO					
25-00406	09/29/25	expense report	Open	\$102.96	\$0.00		
DELT001		DELTA DENTAL PLAN OF NJ					
25-00002	12/16/24	Dental Premiums	Open	\$2,980.09	\$0.00		
DESOUCEY		DANIEL DeSOUCEY					
25-00390	09/24/25	License Fee Reimbursement	Open	\$103.30	\$0.00		
ELE001		ELECTRO MAINTENANCE INC					
25-00367	09/12/25	Electric Repairs	Open	\$1,715.30	\$0.00		
25-00385	09/24/25	Electrical Repairs	Open	\$262.50	\$0.00		
Vendor Total:				\$1,977.80			
EVOQUA		EVOQUA WATER TECHNOLOGIES					
25-00365	08/27/25	Bioxide	Open	\$8,658.69	\$0.00		

Township of Ocean Sewerage Authority
Bill List By Vendor Id

<i>Vendor #</i>	<i>Name</i>						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
FP MAIL 25-00383	09/23/25	FP MAILING SOLUTIONS Postage Machine	Open	\$98.85	\$0.00		
FREE001 25-00369	09/12/25	FREEHOLD CARTAGE INC Grit Removal	Open	\$1,949.00	\$0.00		
GRAI001 25-00400	09/25/25	GRAINGER WW INC Plant Supplies	Open	\$738.77	\$0.00		
HOME001 25-00376	09/23/25	HOME DEPOT CREDIT SERVICES Maintenance Supplies	Open	\$624.56	\$0.00		
JCPL001 25-00381	09/23/25	JERSEY CENTRAL POWER & LIGHT Electric	Open	\$41,368.16	\$0.00		
JETVACEQ 25-00394	09/25/25	JET VAC EQUIPMENT, LLC Jet Truck Repairs	Open	\$385.00	\$0.00		
LYONS 25-00373	09/15/25	LYONS ENVIRONMENTAL SERVICES Lab Testing August	Open	\$1,400.00	\$0.00		
MATT001 25-00409	09/30/25	MATT'S PEST CONTROL Pest Control	Open	\$200.00	\$0.00		
MIRA001 25-00388	09/24/25	MIRACLE CHEMICAL CO Sodium Hypochlorite	Open	\$13,560.00	\$0.00		
MUNSON 25-00405	09/26/25	Tyler Munson License Exam	Open	\$170.00	\$0.00		
NALCO 25-00014	12/26/24	NALCO COMPANY COOLING TOWER WATER TREATMENT	Open	\$599.75	\$0.00		
NAPA001 25-00401	09/25/25	NAPA AUTO PARTS Truck Supplies	Open	\$209.88	\$0.00		
NET 25-00410	09/30/25	Netcarrier PHONE SYSTEM	Open	\$1,276.40	\$0.00		
NJAM001 25-00366	09/12/25	NEW JERSEY AMERICAN WATER Water	Open	\$929.13	\$0.00		
NJNAT001 25-00377	09/23/25	NEW JERSEY NATURAL GAS CO Natural Gas	Open	\$401.45	\$0.00		
ONECALL 25-00374	09/15/25	ONE CALL CONCEPTS, INC One Call August	Open	\$680.20	\$0.00		
PACE 25-00399	09/25/25	Pace Analytical Services Lab Testing Effluent	Open	\$370.00	\$0.00		
PETROU		Marisa Petrou					

Township of Ocean Sewerage Authority
Bill List By Vendor Id

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
PETROU		Marisa Petrou					
							<i>Account Continued</i>
25-00404	09/26/25	Refund Overpayment	Open	\$582.59	\$0.00		
PIL001		PILOT ELECTRIC CO INC					
25-00148	04/01/25	Service Water Pump	Open	\$11,348.25	\$0.00		
25-00403	09/25/25	Plant Equipment	Open	\$884.85	\$0.00		
		Vendor Total:		\$12,233.10			
POLYD001		POLYDYNE INC					
25-00375	09/16/25	Polymer	Open	\$10,712.25	\$0.00		
POSM		POSM SOFTWARE LLC					
25-00387	09/24/25	CCTV Software	Open	\$2,500.00	\$0.00		
PRAX001		LINDE, INC.					
25-00378	09/23/25	Liquid Oxygen	Open	\$1,384.50	\$0.00		
25-00389	09/24/25	Liquid Oxygen	Open	\$1,955.34	\$0.00		
		Vendor Total:		\$3,339.84			
RAMPOWER		RAW POWER GENERATOR SERVICES					
25-00382	09/23/25	Q3 Maintenance	Open	\$2,808.75	\$0.00		
RCM		Rainone Coughlin Minchello,LLC					
25-00380	09/23/25	Legal Services August	Open	\$700.00	\$0.00		
ROMAN		RICHARD ROMAN					
25-00398	09/25/25	Exam Fee and License	Open	\$209.30	\$0.00		
RULAND		ROBERT RULAND					
25-00391	09/24/25	Expense Report	Open	\$222.33	\$0.00		
RUSS001		RUSSELL REID					
25-00370	09/12/25	Sludge Removal	Open	\$81,180.68	\$0.00		
SEAB001		SEABOARD WELDING SUPPLY INC					
25-00176	04/15/25	Tank Rental	Open	\$62.65	\$0.00		
SHEA01		Timothy Shea					
25-00396	09/25/25	License Renewal	Open	\$51.65	\$0.00		
SPECTROT		SPECTROTEL					
25-00027	01/14/25	Telephone	Open	\$436.30	\$0.00		
STAT002		STATE OF NJ DEPT.OF TREAS.DIV.					
25-00013	12/24/24	HEALTH INSURANCE PREMIUMS 2025	Open	\$41,570.75	\$0.00		
TDCARD01		TD CARD SERVICES					
25-00102	03/06/25	STAPLES MONTHLY CHARGES	Open	\$308.05	\$0.00		
TOWN001		TOWNSHIP OF OCEAN					
25-00392	09/24/25	Fuel August	Open	\$827.46	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
TOWN002 25-00395	09/25/25	TOWNE HARDWARE Plant Supplies	Open	\$82.12	\$0.00		
UGI001 25-00393	09/24/25	UGI Energy Services Natural Gas	Open	\$1.92	\$0.00		
USA BLUE 25-00402	09/25/25	USA BLUE BOOK Lab Supplies	Open	\$516.13	\$0.00		
VERIZON2 25-00018	12/30/24	VERIZON Internet	Open	\$145.64	\$0.00		
WOSZCZ01 25-00407	09/29/25	MARK WOSZCZAK Pavement Restoration Bowne Ave	Open	\$4,836.77	\$0.00		
EIT00967	09/29/25	Electrical Conduit	Open	\$2,044.00	\$0.00		
EIT00968	09/29/25	1308 Birch Ave Lateral	Open	\$8,886.60	\$0.00		
Vendor Total:				\$15,767.37			

Total Purchase Orders: 59 Total P.O. Line Items: 0 Total List Amount: \$290,725.72 Total Void Amount: \$0.00

Totals by Year-Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	5-01	\$256,071.87	\$0.00	\$256,071.87	\$0.00	\$0.00	\$256,071.87
	5-02	\$0.00	\$0.00	\$0.00	\$0.00	\$34,653.85	\$34,653.85
Total Of All Funds:		\$256,071.87	\$0.00	\$256,071.87	\$0.00	\$34,653.85	\$290,725.72

Totals by Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	\$256,071.87	\$0.00	\$256,071.87	\$0.00	\$0.00	\$256,071.87
	02	\$0.00	\$0.00	\$0.00	\$0.00	\$34,653.85	\$34,653.85
Total Of All Funds:		\$256,071.87	\$0.00	\$256,071.87	\$0.00	\$34,653.85	\$290,725.72

Township of Ocean Sewerage Authority
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	5-01	\$256,071.87	\$0.00	\$0.00	\$0.00	\$256,071.87
	Total Of All Funds:	\$256,071.87	\$0.00	\$0.00	\$0.00	\$256,071.87

RESOLUTION 25-54

AUTHORIZING AWARD OF CONTRACT FOR 2025 TREATMENT PLANT IMPROVEMENTS TO BR WELDING, INC. IN THE AMOUNT OF \$1,721,015

WHEREAS, the Authority advertised for the 2025 Treatment Plant Improvements project in the Asbury Park Press on August 27, 2025 with a return date of September 23, 2025; and

WHEREAS, the Authority received five (5) bids on the return date ranging in cost from \$1,721,015 to \$2,505,200; and

WHEREAS, the Authority’s engineer and executive director reviewed the bid documents and found them compliant with the bid requirements; and

WHEREAS, the Authority’s engineer has recommended the Authority award 2025 Plant Improvements to BR Welding, Inc. in the amount of \$1,721,015.00; and

WHEREAS, the Authority’s Executive Director has indicated there are funds available for the award in the 2024 MCIA Revenue Bonds.

THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby awards a contract to BR Welding, Inc. in the amount of \$1,721,015.00 for 2025 Treatment Plant Improvements project.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Johnson						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on October 7, 2025.

David Miller, Secretary

**AUTHORIZING REFUND TO MARISA PETROU FOR ACCOUNT
NUMBER 6423-0**

WHEREAS, Marisa Petrou is the owner of 29 Oak Mews Court in the Township of Ocean (account number 6423-0) (the "Property"); and

WHEREAS, the Owner attempted to make electronic payment for the sewer bill and mistakenly submitted payment 3 times overpaying the bill by \$582.59; and

WHEREAS, by email dated September 17, 2025, Marisa Petrou requested a refund of the credit balance in her account of \$582.59.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes a refund of \$582.59 to Marisa Petrou for account number 6423-0.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Johnson						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on October 7, 2025.

DAVID MILLER, Secretary

RESOLUTION OF THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY MAKING APPLICATION TO THE LOCAL FINANCE BOARD PURSUANT TO N.J.S.A. 40A:5A-6 AND AUTHORIZING ITS PARTICIPATION IN THE GOVERNMENTAL LOAN BOND FINANCING PROGRAM OF THE MONMOUTH COUNTY IMPROVEMENT AUTHORITY

WHEREAS, The Township of Ocean Sewerage Authority (the “Authority”) desires to make application to the Local Finance Board for its review of a proposed project financing consisting of (i) upgrades to the Authority’s Wastewater Treatment Plant, including but not limited to final clarifier drives, fine bar screen replacement, PSA generator replacement and fiber communication upgrades, and (ii) upgrades to the Authority’s Wastewater Collection System, including but not limited to lateral replacement(s) and pipe lining, together with issuance expenses; and

WHEREAS, the Authority has reviewed the Governmental Loan Program proposed by The Monmouth County Improvement Authority (the “MCIA”), whereby the MCIA would issue its bonds through the Governmental Loan Bond Financing Program, to be secured by, inter alia, the Authority’s bonds to be issued and sold to the MCIA; and

WHEREAS, the Authority believes that participation in the MCIA’s Governmental Loan Bond Financing Program may benefit the Authority due to reduced interest costs as a result of a guaranty by the County of Monmouth, New Jersey (the “County Guaranty”) on the debt service of the MCIA bonds issued under its Governmental Loan Bond Financing Program; and

WHEREAS, the Authority further believes that any savings the Authority can achieve for its ratepayers is of importance to its community, and accordingly the Authority desires to issue its bonds through the MCIA’s Governmental Loan Bond Financing Program; and

WHEREAS, pursuant to N.J.S.A. 40A:5A-6, prior to the adoption of a bond resolution by the Authority authorizing the issuance of bonds or notes, the proposed project financing must be submitted to the Local Finance Board for its review; and

WHEREAS, the Authority believes that:

- (a) it is in the public interest to accomplish such purpose;
- (b) said purpose or improvements are for the health, welfare, convenience or betterment of the inhabitants of the district of the Authority;
- (c) the amounts to be expended for said purpose or improvements are not unreasonable or exorbitant; and

(d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the district of the Authority and will not create an undue financial burden to be placed upon the Authority;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of The Township of Ocean Sewerage Authority, as follows:

Section 1. The Authority hereby authorizes the Authority’s participation in the MCIAs Governmental Loan Bond Financing Program.

Section 2. An application to the Local Finance Board reflecting the foregoing transaction (the “Application”) is hereby approved, and the Authority’s Executive Director, General Counsel and Bond Counsel, along with other representatives of the Authority, are hereby authorized to prepare such Application, to file such Application with the Local Finance Board, and to represent the Authority in matters pertaining thereto.

Section 3. The Secretary of the Authority is hereby directed to prepare and file a copy of this Resolution and the proposed supplemental bond resolution and other appropriate documents with the Local Finance Board as part of such Application.

Section 4. The Local Finance Board is hereby respectfully requested to consider such Application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute(s).

Section 5. This Resolution shall take effect immediately.

RECORD OF COMMISSIONERS VOTE				
<u>NAME</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Dennis Galvin, Chairman				
Charles Theodora, Vice Chairman				
David Miller, Secretary/Treasurer				
Brian Valentino, Commissioner				
Adam Johnson, Commissioner				

Certified to be a true and correct copy of a Resolution of the Board of Commissioners of The Township of Ocean Sewerage Authority adopted at their Regular Meeting of October 7, 2025.

David Miller, Secretary

AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACT TO CME ASSOCIATES FOR CONSTRUCTION PHASE SERVICES FOR 2025 TREATMENT PLANT IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED \$104,698.00.

WHEREAS, CME Associates designed and put to bid the 2025 Treatment Plant Improvements project; and

WHEREAS, the construction contract was awarded at the Township of Ocean Sewerage Authority’s October 7, 2025 Board meeting; and

WHEREAS, CME Associates has presented the Authority with a proposal dated October 1, 2025 to provide construction phase services for the 2025 Treatment Plant Improvements project for an amount not to exceed \$104,698.00; and

WHEREAS, the Executive Director has certified there are funds available for this project from the MCIA 2024 Bonds line item (02-101-01-000-013).

THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority hereby authorizes CME Associates to provide Construction Phase Services for 2025 Treatment Plant Improvements in an amount not to exceed \$104,698.00.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Johnson						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on October 7, 2025

DAVID MILLER, Secretary



Consulting & Municipal
ENGINEERS

1 Tower Center Blvd.
20th Floor
East Brunswick, NJ 08816
732.727.8000 ☎
www.cmeusa1.com ®

GENERAL ENGINEERING AUTHORIZATION FOR PROFESSIONAL SERVICES

OWNER: Township of Ocean Sewerage Authority

PROJECT: 2025 Wastewater Treatment Plant Improvements

CME FILE NO. : 115.OS00326.P02

DATE OF REQUEST: October 1, 2025

In accordance with your request, we are submitting an estimate of the Project Costs associated with the Construction Phase Services for the 2025 Wastewater Treatment Plant Improvements.

INTRODUCTION

We understand the scope of the proposed improvements generally includes the rehabilitation of the Grit Building, Clarifier Division Chamber and Screenings Container Building.

Our proposal has considered all the elements of the work outlined above, and our Firm has the capabilities of providing the necessary engineering services associated with the Project.

CONSTRUCTION PHASE SERVICES

We will provide the following construction phase services:

- Provide general communication with the Authority and Contractor throughout the duration of construction regarding such issues as progress, submittal status, construction issues and their resolution.
- Conduct pre-construction meeting, establish agenda, issue notice to proceed.

CONSULTING AND MUNICIPAL ENGINEERS LLC

NJ CERTIFICATE OF AUTHORIZATION NO. 24GA28359000

Barnegat • Berlin • Camden • Cape May Court House • East Brunswick • Howell • Parlin



Mr. Tim Shea, P.E.
Township of Ocean Sewerage Authority
Re: 2025 Wastewater Treatment Plant Improvements

October 1, 2025
Our File No. 115.OS00326.P02
Page 2

- Review and approve Progress Schedule, Schedule of Submittals, Schedule of Values required to be submitted by the contractor.
- Review shop drawings and other submittals as required to evaluate that the proposed materials and equipment conform to the contract documents.
- Coordinate with the Contractor to establish baselines and benchmarks for locating work.
- Provide part-time construction inspection/observation services during periods when the Contractor is on site to monitor the Contractor's progress and compliance with the contract drawings and specifications, as requested by the Authority. We have estimated 200 hours of on-site observation time for the purposes of this proposal.
- Prepare inspection reports when on-site observation is performed by our office.
- Review monthly payment requests including the final payment request.
- Participate in the review and evaluation of potential change orders, including detailed review of cost proposals.
- Participate in the resolution of issues involving unforeseen field conditions.
- Witness testing and startup of equipment and systems when requested by the Authority.
- Coordinate vendor training.
- Prepare punch list of remaining work items.
- Evaluate substantial and final completion and issue certificates of substantial or final completion as appropriate.

COST PROPOSAL

Our firm has the capabilities of providing the necessary engineering and part-time field observation services as requested by the Authority associated with the Project and we have estimated the cost for said services based upon the required tasks and the anticipated contract completion time.

Accordingly, we find that the necessary office engineering and field observation services can be provided for an estimated cost not to exceed **\$104,698.00**.



**Consulting & Municipal
ENGINEERS**

Mr. Tim Shea, P.E.
Township of Ocean Sewerage Authority
Re: 2025 Wastewater Treatment Plant Improvements

October 1, 2025
Our File No. 115.OS00326.P02
Page 3

SUMMARY

Our hourly rates shall be firm until January 1, 2026 after which they may be subject to re-negotiation. Invoices shall be paid within 30 days of presentation of same. In accordance with State requirements the Authority has our Affirmative Action Statement and Business Registration Certificate on file.

Thank you again for permitting our Firm to submit this Scope of Professional Services, and we look forward to continuing to serve the Authority. Should you have any questions concerning this matter, please do not hesitate to contact this office.

Approved:

TOSA

Date



CME Associates

October 2, 2025
Date

ADOPTING CODE OF ETHICS

WHEREAS, the Commissioners of the Township of Ocean Sewerage Authority commit themselves to a standard of integrity, professionalism, and transparency that reflects the highest ideals of public service; and

WHEREAS, the Commissioners are desirous of adopting a Code of Ethics which reflect that commitment.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby adopts the Code of Ethics as presented with this Resolution.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Johnson						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on October 7, 2025.

David Miller, Secretary

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY

Code of Ethics

Preamble

The Township of Ocean Sewerage Authority establishes this Code of Ethics as a reflection of its enduring commitment to public trust, not merely as a requirement but as a statement of principle. As stewards of the public trust, the Commissioners of the Township of Ocean Sewerage Authority commit themselves to a standard of integrity, professionalism, and transparency that reflects the highest ideals of public service. We hold ourselves—and one another—to a code that honors both our mission and the people we serve.

Tenets of Ethical Conduct

1. Commitment to the Public Interest

Township of Ocean Sewerage Authority Commissioners shall place the public interest above personal or private gain, and shall act to advance the health, safety, and well-being of the community served by the Township of Ocean Sewerage Authority.

2. Integrity and Honesty

Township of Ocean Sewerage Authority Commissioners shall conduct themselves with honesty, fairness, and moral courage, and shall never mislead, deceive, or exploit the public, staff, or one another.

3. Respect for Law and Policy

Township of Ocean Sewerage Authority Commissioners shall uphold all applicable laws, regulations, and Authority policies, and shall not use their position to violate or circumvent lawful authority.

4. Ethical Neutrality in Official Conduct

Township of Ocean Sewerage Authority Commissioners are free to express personal political beliefs, but shall remain impartial, professional, and nonpartisan in their official duties and whenever acting under the color of their office.

5. Environmental Responsibility

Township of Ocean Sewerage Authority Commissioners shall act as environmental stewards, supporting policies and practices that protect water quality, promote sustainable operations, and serve future generations.

6. Fiscal Stewardship

Township of Ocean Sewerage Authority Commissioners shall safeguard public funds and assets, ensure transparency in budgeting and procurement, and act to prevent waste, fraud, and abuse. Commissioners serve as fiduciaries of the Authority and are obligated to act with the highest duty of care, loyalty, and prudence in overseeing the use of public funds and resources.

7. Fairness and Equity

Township of Ocean Sewerage Authority Commissioners shall treat all persons with dignity, fairness, and impartiality, and shall never allow bias, favoritism, or discrimination to influence their decisions or behavior.

8. Professional Competence and Growth

Township of Ocean Sewerage Authority Commissioners shall commit to continual learning and informed decision-making, and shall strive to understand the legal, operational, and ethical responsibilities of their role.

9. Respectful Conduct and Collegiality

Township of Ocean Sewerage Authority Commissioners shall promote a culture of mutual respect, professionalism, and constructive engagement in all Authority affairs.

10. Transparency and Accountability

Township of Ocean Sewerage Authority Commissioners shall be open and honest in their communications, welcome public scrutiny, and accept responsibility for their actions and decisions. Commissioners must disclose relevant information and conflicts of interest promptly. A **conflict of interest** exists when an official has a personal, financial, or professional interest—direct or indirect—that could compromise, or appear to compromise, their objectivity or judgment in the conduct of Authority business. This includes interests involving family members, business partners, employers, or organizations in which the official holds a leadership or financial role.

No Commissioner or member of their immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of their duties in the public interest.

No Commissioner shall use or attempt to use their official position to secure unwarranted privileges or advantages for themselves or others.

No Commissioner shall act in his official capacity in any matter where they, a member of their immediate family, or a business organization in which they have an interest, have a direct or indirect financial or personal involvement that might reasonably be expected to impair their objectivity or independence of judgment.

No Commissioner shall use, or allow to be used, their public office or employment, or any information, not generally available to the members of the public, which they receive or acquire in the course of and by reason of their office or employment, for the purpose of securing financial gain for themselves, any member of their immediate family, or any business organization with which they are associated.

When in doubt, Commissioners should disclose the potential conflict and recuse themselves from the decision or action in question. Disclosures of actual or potential conflicts of interest shall be made in writing to the Chair of the Board of Commissioners and copied to the Executive Director. The disclosure shall be recorded in the official minutes of the next regularly scheduled public meeting. Upon request, the Authority's labor counsel and general counsel shall provide confidential guidance to any official seeking clarification on whether a conflict of interest exists and the appropriate steps to resolve it.

11. Respect for Governance Roles and Responsibilities

Board Members shall not interfere with daily operations or direct staff. In addition to respecting the role of the Executive Director, Commissioners must also recognize and support the distinct responsibilities of Board Officers—including the President, Vice President, Secretary, and Treasurer—as well as those of Committee Chairs and members. Each role is essential to the governance, oversight, and functioning of the Authority. Disregarding these roles, or attempting to usurp or bypass them, undermines the Authority's collaborative leadership model and is inconsistent with ethical conduct.

Interpretive Guidelines

These guidelines are an integral part of this Code and apply with equal force as the tenets themselves. They shall be used by all persons—Board Members, staff, consultants, and the public—to clarify expectations, support compliance, and aid in the consistent application of ethical principles across the Authority. Questions about any guideline may be directed to the Executive Director or the Chair of the Board. Board Members may also request guidance directly from the Authority's labor counsel or general counsel at their discretion.

Guideline 1: Commitment to the Public Interest

Commissioners must act solely in the interest of the public served by the Authority. Decisions shall not be influenced by personal relationships, private business interests, or political considerations.

Guideline 2: Integrity and Honesty

Commissioners are expected to be truthful in all communications and actions. They must avoid even the appearance of impropriety or deception.

Guideline 3: Respect for Law and Policy

Compliance with all laws and internal policies is mandatory. Commissioners shall seek clarification when unsure about a regulation or policy before acting.

Guideline 4: Ethical Neutrality in Official Conduct

While personal political opinions are protected, Commissioners must not use their title, role, or resources of the Authority to promote, endorse, or oppose any political party or candidate.

Guideline 5: Environmental Responsibility

Commissioners shall support and advocate for programs and practices that protect natural resources, ensure compliance with environmental regulations, and promote sustainability.

Guideline 6: Fiscal Stewardship

Commissioners must exercise sound judgment in financial matters, review budgets and expenditures carefully, and challenge any wasteful or unnecessary spending. Board Members serve as fiduciaries of the Authority and are obligated to act with the highest duty of care, loyalty, and prudence in overseeing the use of public funds and resources.

Guideline 7: Fairness and Equity

All persons must be treated equitably, without bias based on race, gender, religion, age, disability, sexual orientation, political affiliation, or any other category protected by applicable state and/or federal law. Fairness must guide all interactions, hiring, procurement, and decision-making.

Guideline 8: Professional Competence and Growth

Commissioners should pursue relevant training, participate in continuing education, and seek knowledge to remain effective and responsible stewards of the Authority.

Guideline 9: Respectful Conduct and Collegiality

Commissioners must work cooperatively with one another, avoid personal attacks or disrespect, and maintain civility in all Authority business.

Guideline 10: Transparency and Accountability

Conflicts of interest must be disclosed in writing to the Chair of the Board of Commissioners and copied to the Executive Director. The disclosure shall be recorded in the official minutes of the next regularly scheduled public meeting. Upon request, the Authority’s labor counsel and general counsel shall provide confidential guidance to any official seeking clarification on whether a conflict of interest exists and the appropriate steps to resolve it.

Guideline 11: Respect for Governance Roles and Responsibilities

Board Members shall not interfere with daily operations or direct staff. In addition to respecting the role of the Executive Director, Commissioners must also recognize and support the distinct responsibilities of Board Officers—including the President, Vice President, Secretary, and Treasurer—as well as those of Committee Chairs and members. Each role is essential to the governance, oversight, and functioning of the Authority. Disregarding these roles, or attempting to usurp or bypass them, undermines the Authority’s collaborative leadership model and is inconsistent with ethical conduct.

Enforcement

This Code is formally adopted and binding. Alleged violations may be reviewed and enforced by majority action of the Township of Ocean Sewerage Authority Board of Commissioners, which may take any lawful action it deems appropriate, except removal of a sitting Commissioner.

In the event of an egregious or unresolved breach by a Township of Ocean Sewerage Authority official, the Board may refer the matter to the **Ocean Township Ethics Board**, which is hereby recognized by the Township of Ocean Sewerage Authority as empowered to sanction, punish, remove, and/or replace the accused official in accordance with applicable law.

In all matters involving this Code of Ethics, any vote of the Board of Commissioners that results in a tie shall be referred to the Ocean Township Ethics Board for resolution. If the Ethics Board refuses or otherwise fails to take action within thirty (30) calendar days—holidays and weekends included—the Township of Ocean Sewerage Authority Board of Commissioners shall proceed to resolve the matter by its own majority vote.

Amendments and Adoption

This Code of Ethics may be amended, deleted, changed, or adopted only by an affirmative vote of **three-fifths (3/5) of the full Board of Commissioners** (i.e., three Commissioners out of five) at a regularly scheduled public meeting.

Any proposed change must be submitted in writing and distributed to all Commissioners no less than **seven (7) calendar days** prior to the regularly scheduled public meeting at which it will be introduced.

Upon public motion and a duly recognized second, the proposed change may be debated and amended during this first meeting. Amendments may be made only during this first meeting. However, the proposal **may not be tabled**.

At any subsequent regularly scheduled public meeting occurring **no fewer than twenty (20) calendar days later**—including weekends and holidays—the change shall receive a **second reading**. No amendments may be made at this second meeting. The proposal shall be voted on in the form in which it was read. If the measure receives **three affirmative votes**, it shall be deemed adopted and shall take effect immediately.

If the measure fails to receive three affirmative votes, it shall be deemed not adopted. A failed measure may be reintroduced at a future meeting, but must begin the full process anew. Any revision—regardless of size or substance—shall be treated as a new proposal and must comply with the same notice, reading, and voting procedures outlined above. No amendments may be made at the second reading under any circumstance.

The Board shall review the Code periodically to ensure it reflects current laws, standards, and the evolving mission of the Authority.